

Hiring Recommendation Form

Position Title _____ Department _____

Search Committee _____

Where was the position advertised? _____ Number of Applicants _____

Candidates Invited to Campus and Accepted

Candidates Invited to Campus and Declined

Search Committee Recommendations

Ranking of Candidates

Committee Recommendation Summary

#1 _____

#2 _____

#3 _____

Departmental Recommendations

Departmental Vote

Department Faculty Considerations Summary

yes

no

abstained

Department Chair Recommendation Summary

Application Materials Attached

Curriculum Vitae

Application from HR website

Three (3) Letters of Recommendation

References Checked

Baccalaureate Transcripts Official Unofficial*

Masters Transcripts Official Unofficial*

Doctorate Transcripts Official Unofficial*

*Date official transcripts requested: _____

Official transcripts are required to complete appointment.

Note: When a candidate for a lecturer position is recommended for hire based solely on the phone interview and has never been to campus/met with Human Resources, a Background Release and Candidate Nepotism Disclosure Form must be completed and signed before an offer letter is prepared. Once the candidate has verbally accepted the Dean's offer, it is the responsibility of the Search Committee Chair to have the Background Release and Nepotism form completed and submitted to Human Resources.

Department Chair _____ Department _____

Signature _____ Date _____

Dean's Signature _____ Date _____